

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MOTOR VEHICLES



Date: _____

Dear Lien holder:

Your client is attempting to register their vehicle in the District of Columbia. To complete this transaction, the DC Department of Motor Vehicles require, proof of DC vehicle insurance, and a District of Columbia driver's license and other documentation.

To expedite your client's titling of their vehicle in the District of Columbia, forward the **original** Certificate of Title and a copy of the lien contract by certified mail to the DC Department of Motor Vehicles, (Service Center checked below.)

Upon payment of all applicable title fees, a District of Columbia Certificate of Title, including the lien information will be mailed directly to you.

Please Note: *If titles are not processed within 60 days of receipt, they will be returned to the lien holder and not retained by DC DMV.*

Sincerely,

*Legal Instruments Examiner
Department of Motor Vehicles*

Service Center Locations

(Please return the document to the location checked below)

C STREET SERVICE CENTER 301 C Street, NW Room 1157 Washington, DC 20001-2126	DMV BRENTWOOD SQUARE 1233 Brentwood Road, NE Washington, DC 20018-1019	DMV PENN BRANCH SHOPPING CENTER 3230 Pennsylvania Ave., SE Washington, DC 20020-3712	GEORGETOWN SERVICE CENTER Department of Motor Vehicles 3222 M Street, NW Washington, DC 20007-3621
<u>MAILING ADDRESS</u> P. O. Box 90120 Washington, DC 20090-0120 or 95 M Street, SW Washington, DC 20024-3622 <input type="checkbox"/>	<u>MAILING ADDRESS</u> Department of Motor Vehicles 1233 Brentwood Road, NE Washington, DC 20018-1019 <input type="checkbox"/>	<u>MAILING ADDRESS</u> Department of Motor Vehicles 3230 Pennsylvania Ave., SE Washington, DC 20020-3712 <input type="checkbox"/>	<u>MAILING ADDRESS</u> Department of Motor Vehicles 3222 M Street, NW Lower Level Washington, DC 20007-3621 <input type="checkbox"/>

Customer's Name: _____

E-mail address: _____ **Contact Number:** _____

Customer's Lien Holder Account Number: _____